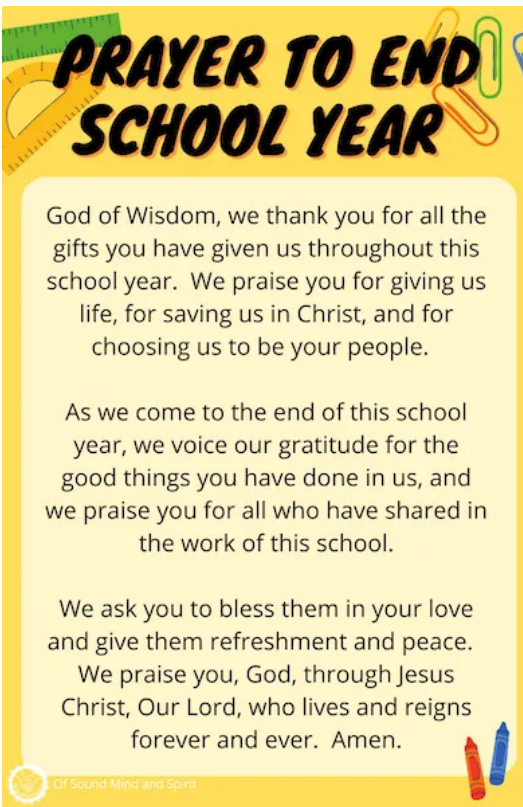


# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER MAY 29, 2025



### A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

We are in the final days of the 2024/25 school year. While this is a time of high energy and celebration, please do your best to continue quality learning through these final days. The summer will be here soon!

As a reminder, all schools should maintain regular office hours throughout the summer. These hours should be communicated to parents via email, social media, website, etc. Such hours need not be 8 hours every weekday; you are welcome to establish reduced hours as appropriate, provided that the office is open regularly. Likewise, remember that you personally (as principal) need not be present when your office is open, particularly if you are planning any well-earned vacation.

In addition, remember that the Office of Catholic Schools will remain open throughout the summer, following our usual office hours of 7:45-4:15, Monday-Friday (with the exception of Friday, July 4). While you can always contact the OCS during these dates/times, individual members of the OCS may be taking vacation at various points of the summer.

May the peace of Christ be with us as we complete the school year!

Jim Rigg, Ph.D.  
Secretary of Education  
Superintendent of Catholic Schools

### UPCOMING EVENTS:

- June 4:** Last Day of Classes
- June 5-6:** Math Standards PD
- June 5:** EdTech Lunch and Learn
- June 6:** Last Day for Teachers
- June 13:** Data/Assessment Plan & PD Plan due on ADOM Dashboard
- June 23:** Deadline to submit signed agreements/letters to OCS (returning staff) and 25/26 Calendars

### CERTIFICATION:

#### Please share this with your Certification Coordinators:

Please be reminded that PD points should not be awarded for staff meetings. If a portion of the staff meeting includes professional development, points may be awarded for that portion ONLY. Points should not be awarded for Virtus training or Catechetical courses (outside of the Catechetical Conference). If you have any questions, please contact Shannon Isek ([teacher.certification@theadom.org](mailto:teacher.certification@theadom.org)).

### FINANCIAL REMINDER:

Review Checking / Cash accounts to confirm reserves for summer payrolls.

### MATH PROFESSIONAL LEARNING DAYS (Elementary):

We look forward to two impactful professional learning days of planting the seeds of possibility to lead our students forward---on good ground. Educators need only attend one day (they do not need to attend both). Curriculum specialists from Catapult will facilitate breakout sessions with the grade-level bands on unpacking standards and maximizing resources to support implementing the FL BEST Math standards. Representatives from McGraw-Hill and SAVVAS will be present with curricular materials and other goodies for teachers. **Please communicate the arrival/check-in time below to your teachers.** Light refreshments will be provided. Thank you, St. Timothy and All Saints, for your hospitality and hosting these events.

The dates, times, and locations are as follows:

- June 5 – St. Timothy Catholic School (McCarthy Hall) - 8:30am-11:30am (8:15am arrival/check-in)
- June 6 – All Saints Catholic School (Parish Hall) - 8:30am-11:30am (8:15am arrival/check-in)

### MATH STANDARDS TRANSITION (Elementary):

As we prepare for the shift to Florida BEST Mathematics standards, **the iReady diagnostic will align with the Florida BEST standards for BOTH Math and Reading** versus previously aligned Common Core Standards. Current iReady users are encouraged to download and **save any 2024-2025 diagnostic results before July 30**. Data will still be available as exports/CSV files, but not the colorful graphs that we know and love. On July 30, all users will not have access as the system resets for the new school year.

**Please note: Historical data from the 2024-2025 school year will not appear in dashboards when the account is moved to FL BEST.**

### EdTECH LUNCH AND LEARN (Elementary and Secondary):

All elementary and secondary schools should plan to send educational technology and IT directors to the **Lunch and Learn on June 5 at St. Timothy Catholic School from 1pm-3pm (with lunch @ 12:30pm)**. Attendees should register in Register Me Live (RML) as soon as possible to be included in the lunch count. If your representative is not in RML, please ask them to RSVP directly to Shannon Isek at [sisek@theadom.org](mailto:sisek@theadom.org). We appreciate your cooperation with this time sensitive request. Thank you to our partner, IT For Education, for presenting and sponsoring this networking event.

### MID-LEVEL CONTRACTS

Submit all requests by Friday, June 6, 2025.

- New hires must be processed through Paylocity Onboarding.
- All documents for existing Mid-level employees must be uploaded into Paylocity Documents. (Transcripts, Certifications, Certification plans).
- Mid-level employees who do not have an Educational Leadership certification must have a Certification Plan.

### NEW TEACHER HIRES (please pass along persons responsible if not the Principal)


Please submit it through Paylocity **Onboarding**.


Documents Required:

- Interview Clearance
- All FLDOE screening
- Employment History Verification form (the number of years teaching experience must match **Step** being requested)
- **Official** Transcripts showing Degree **Awarded** and **Confer Date**. (Include all: Bachelors, Masters, Specialist, Doctorate)
- All Certifications
- Fillable request form
- Offer letter to be approved

### STEP UP

#### DEADLINES:

 **June 15, 2025, at 8:00 p.m. ET** - Renewal students must be enrolled to be considered for the August Quarter 1 funding

 **July 15, 2025, at 8:00 p.m. ET** - New students, as well as any additional renewal students, must be enrolled to be considered in the September Quarter 1 funding

### AUP AUDIT -

*FTC - Florida Tax Credit Scholarship*

*FES-EO - Family Empowerment Scholarship for Educational Options*

*FES-UA - Family Empowerment Scholarship for Students with Unique Abilities*

Summer is a good time to evaluate that all compliance documents are in order.

- Bank / Cash reconciliations (holding Scholarship funds)
- FDIC rating (schools receiving 250k +)
- Evaluate shared expenses and update the Shared Services Agreement (contact Beatriz Ramirez if a template is needed).
- Evaluate school related/ non-related expenses. Ensure that scholarship funds are **not** used for non-related expenses.
- Evaluate actuals on the Budget. File the Budget approval.
- Read / file Board minutes, particularly the financial section.
- Tracking system for Scholarship and Non-Scholarship students
- File the school's tuition and fees schedule, school calendar, and the school's attendance policy.

### SUMMATIVE EVALUATIONS:

Summative evaluations should be completed in Rediker Teacher Evaluator. Remember that evaluations are discussed with the teacher during a scheduled conference with the principal and appropriate signatures are acquired. Final evaluations should be uploaded to the AdminPlus E-Portfolio and a copy is given to the teacher and a copy is placed in the teacher’s personnel file.

**I-READY FALL PROFESSIONAL DEVELOPMENT (Elementary):**

Save the dates to attend one of the virtual **Rooted and Ready Leadership sessions** for principal and curriculum leaders on **August 6 @ 10am or August 7 @ 1pm**. These sessions are designed for **leadership teams only**. You should have received a calendar invite from Coral Martincavage to accept the preferred date/time.  
See the graphic below with other virtual teacher training sessions by our Dedicated Learning Specialist, Daniella Martinez.

- Office hours (August 18-21) link: <https://calendly.com/dmartinez-cainc/adom-bts-office-hours>
- i-Ready 101 (August 5, 8, and 11) link: <https://calendly.com/dmartinez-cainc/adom-i-ready-101>

# BACK TO SCHOOL



## i-Ready 101



These Zoom sessions are designed for schools that are new to i-Ready. Spots are limited—only three schools per session—so sign up early to secure your preferred time slot. Zoom links will be shared once your registration is confirmed.

<b>AUGUST 5</b> 9:00-10:30 AM 11:00-12:30 PM 2:00-3:30 PM	<b>AUGUST 8</b> 9:00-10:30 AM 11:00-12:30 PM 2:00-3:30 PM	<b>AUGUST 11</b> 9:00-10:30 AM 11:00-12:30 PM 2:00-3:30 PM
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**OFFICE HOURS**

For schools returning to i-Ready, office hours will be held via Zoom on Monday, August 18 through Thursday, August 21, from 3:15 to 3:45 PM each day.

Questions?  
Contact Daniella Martinez at [dmartinez@cainc.com](mailto:dmartinez@cainc.com)